

OCC SPONSOR / UNIT Checklist

Initial each When Completed

Line Number / Frag / Unit Name

Unit

Sponsor

Date:

1. Unit/cell mission. Define the mission of the ODT unit/cell.

2. Training schedule. Units participating in exercises do not require a training schedule.

3. Type of training.

a. Command and staff: Coordination conferences, planning conferences, exercise conferences, etc.

All non-exercise units will complete a training schedule during the OCC. A work plan will be completed for unit cells.

b. Exercise: Actual participation in the JCS or USAREUR sponsored exercise.

c. Mission training: USAREUR peacetime support missions.

4. Training requirements.

a. Plan the training. Complete at OCC.

b. Teach the leaders who will execute the training the doctrine, tactics and procedures required, and certify their readiness to train their subordinates on the given collective tasks. Do at home station.

c. Recon the training site; do a terrain walk with the leaders. Do at OCC.

d. Issue a complete operations order for the training. Do at home station.

e. Rehearse. Do at home station or on ODT.

f. Execute the training. Do on ODT.

g. Conduct an After Action Review (AAR). Do on ODT.

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h. Retrain until the standard is met. Do on ODT.

5. Training/work area.

- a. Identify facility requirements, location, and transportation.
- b. Identify type of facilities required for unit administration support. Consider the administrative area, classrooms, phone, Fax, E-Mail, copier, furniture, theater, PA system, PT area (inside and outside), safe storage of equipment or documents, etc.
- c. Identify the issue and turn-in procedures to be used for the training/work area utilization, including POC, location, and phone number.
- d. Determine if any safety regulations and environmental considerations may impact on the use of training/work areas.

6. Logistical procedures.

- a. Identify the sponsor POC for logistical matters, to include address, phone, FAX, and E-Mail information.
- b. Determine the TOE equipment, station property, and any installation property which will be made available for use during the ODT.
- c. Determine the issue and turn-in procedures required for the property and equipment, to include preparing signature cards.
- d. Identify the procedures for obtaining fuel for military vehicles, including contract vehicles, the documentation required, location of POL points, hours of operation, etc.
- e. Identify the requisition procedures for repair parts, to include the preparation of signature cards.
- f. Determine the availability of DS/GS support, to include POC, location, etc.

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g. Identify the equipment the unit must bring.

h. Identify the equipment the sponsor will provide.

i. Determine if the unit will use Army War Reserve (AWR) stocks or theater reserve equipment.

j. All funding costs must be determined at the outset; the sponsor unit or element is responsible for funding costs accrued by the unit from the time the unit arrives at the APOD until it returns to the departure point. This includes participation in ODT coordination conferences. MSCs are provided In Country Support funds to cover some costs.

7. Billeting.

a. Identify the billeting arrangements. Sponsor funds quarters other than Gov't Billets.

b. Identify requirements for separate billeting for female soldiers, to include shower and latrine facilities.

c. Identify bedding requirements for ODT personnel and determine if sponsor will provide it or ODT personnel need to bring bedding, sleeping bags, etc.

d. Determine if transportation is required from the billeting area to the work site, and plan for it, if needed.

8. Dining facilities and rationed items.

a. Identify dining facilities, hours of operation, and transportation necessary from the work site and to the billets. Government facilities will be used when available.

b. Sponsor stamps orders for allowed rationed items.

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9. Supplies.

a. Determine the administrative supplies necessary for the ODT, and further determine what the unit must bring and what the sponsor will provide.

b. Identify self-service supplies needed, designating what the unit must bring and what the sponsor will provide.

10. Transportation.

a. Identify the dates the unit/cell will depart from home station, the date it will arrive in Europe, and the date the unit will return to home station.

b. Determine how the unit personnel will be transported from the APOD to the billets and back to the APOE after completion of ODT. Sponsor must request TMP vehicles prior to requesting commercial transportation.

11. Vehicle requirements.

a. Identify transportation needs for the unit personnel while performing ODT.

b. Identify military vehicles to be provided by the sponsor to the unit, including tactical, non-tactical, and commercial contract leased vehicles.

c. Determine if unit ODT personnel will need to obtain a USAREUR driver's license, and follow the procedures outlined in Appendix 6 of this handbook.

d. Determine if drivers will need to be winter driver certified, and follow the appropriate guidance in Appendix 6.

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12. Uniforms and CTA 50-900 issue.

- a. Identify the uniforms personnel will need to bring.
- b. Determine if wet weather gear will be needed.
- c. Identify requirements for the PT uniform and/or other clothes for exercise purposes.
- d. Determine if additional cold weather clothing /uniforms will be needed.
- e. Identify any additional special clothing requirements.
- f. Determine the appropriate civilian clothes for unit personnel to bring.
- g. Determine if unit personnel need to bring their CTA 50-900 issue.

13. Weapons and ammunition.

- a. Determine if ODT personnel need to bring their assigned weapon.
- b. Identify storage and security requirements and procedures for the weapons.
- c. Receive guidance from unit sponsors (through Customs personnel) on the correct procedures on transporting weapons via commercial and/or military aircraft.

Refer to Appendix 7.

14. Health, welfare, and morale.

- a. Provide an ACS welcome packet to the unit. This will contain information about the general area and facilities where the ODT will be performed, and will answer many general questions about expectations. This should accompany the sponsor's packet of information for ODT units. Refer to Appendix 2.

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b. Verify medical and dental facilities which will be available for ODT personnel.

c. Determine if unit fund dividends are applicable and will be requested, and be prepared to apply for them through the sponsor. Refer to Appendix 9.

15. Administration.

a. Determine if personnel and medical records need to be hand-carried.

b. Determine if clothing and supply records need to be hand-carried.

c. Complete medical and dental screening requirements for all personnel participating in ODT, IAW Appendix 5.

d. Complete legal preparation for all participating personnel, IAW Appendix 5.

e. Coordinate with sponsor for ODT personnel to receive a customs briefing.

f. Complete required briefings IAW Appendix 5.

g. Coordinate with sponsor to provide an ODT manning roster NLT 30 days prior to the first day of the scheduled training.

h. Identify procedures for Line of Duty investigations. Additional information is located at Appendix 10.

i. Identify procedures for Serious Incident Reports. Additional information is located at Appendix 11.

16. Financial support.

a. Identify banking facilities available, hours of operation, and services provided, to include traveler's checks, currency conversion, and check cashing.

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b. Identify the supporting Finance and Accounting office and location.

c. Verify exchange check cashing and money order policies, which may be different from banking facilities procedures.

Signatures of Unit Rep and Sponsor

All of the above items are completed and the Contract sheet has been approved by all required parties, copied and distribution of copies is complete.

Unit Representative

Name -

Unit -

Sponsor